

Office Use Only	
Rental Application No	

CITY OF OPA-LOCKA/OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY RENTAL ASSISTANCE PROGRAM (RAP) APPLICATION CHECKLIST

Completed Intake Application (signed & dated)	
Completed Verification Forms:	
Notice of Collecting Social Security Numbers	Authorization to Verify Information
Conflict of Interest Disclosure	Authorization for the Release of Information
Unemployed Applicant's Affidavit	Self-Certification of Income
(signed & notarized, if applicable)	(signed & notarized, if applicable)
Verification of Employment	Resides within the OCRA boundaries
Verification of Assets on Deposit	
Current lease agreement (signed by renter and lan	dlord)
Proof of financial hardship due to job termination any other proof that will demonstrate hardship that occur	letter, unemployment verification letter, furlough letter or red on or after October 1, 2021)
Proof of employment (four (4) most recent paystu weekly, statement of social security benefits or statement	bs if paid bi-weekly, eight (8) most recent paystubs if paid t of unemployment benefits)
Proof of current income not exceeding the maxim	um income limit (see page 2)
Documentation showing rent past due (if applicab	le)
	is not willing to provide W-9 to applicant, the landlord may nity Redevelopment Agency, 780 Fisherman Street, Opa-
Household Members Identification:	
Driver's License or Passport, Identification	Card (ID), Certificate of Naturalization, Residency Card
and Social Security Card for all persons over	er 18 years old currently residing in the household
Birth Certificate (with the parent(s) or appli	icant's name listed), Passport, Certificate of Naturalization
Residency Card, School Records, Social Se	ecurity Card for each resident under 18 years old
	records (with the parent(s) name and address), Court- option. These must also be accompanied with the Social

NOTE: APPROVAL IS NOT DETERMINED UNTIL ALL ITEMS LISTED ABOVE HAVE BEEN SUBMITTED. IF DOCUMENTS/INFORMATION ARE NOT SUBMITTED WITH COMPLETED APPLICATION AT THE TIME OF SCHEDULED APPOINTMENT, YOUR APPLICATION WILL NOT BE ACCEPTED.

NOTE: Before starting this application, please confirm that your home is located **within the limits of the Opa-locka CRA Area**. Applicants may verify the location of their residence on the Opa-locka CRA Area map link below:

Opa-locka CRA Area Map: https://www.opalockafl.gov/DocumentCenter/View/442



GENERAL INSTRUCTIONS

Read the instructions for this application.

Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly. All blanks must be completed or have N/A written in.

All household members 18 years of age or older must sign and date the application.

Submit application with all the required documentation to: City of Opa-locka, 780 Fisherman Street, Opa-locka, FL 33054

AMOUNT OF RENTAL ASSISTANCE

The rental assistance will be based on the lesser of the monthly lease rent or up to \$1,500.

MAXIMUM INCOME LIMIT

Households must meet gross annual income requirement, not exceeding 120% of the Area Median Income (AMI) limits established by the US Department of Housing and Urban Development for the jurisdiction of Opa-locka, Florida. The applicable low-income limits for determining program eligibility are published by HUD in the Federal Register and are updated annually. Priority will be given to the elderly, disabled and veterans during the initial application intake period.

Maximum Income Limit - Adjusted for Household Size

Household Size	Maximum Income Limit
1	\$75,960
2	\$86,880
3	\$97,680
4	\$108,480
5	\$117,240
6	\$125,880
7	\$134,520
8	\$143,280



Income Limits Effective 4/1/2021 (subject to change)

RENTAL ASSISTANCE PROGRAM (RAP) INTAKE APPLICATION

1. APPLICANT INFORMATION (HEAD O	F HOUSEHOLD):	
Full Name:		
Current Address:		Apt#
City, State Zip:		
Daytime phone:	Mobile Phone:	
E-mail Address:		Date of Birth:
Marital Status:		Age:
Employed? Yes No		Self Employed? Yes No
2. CO-APPLICANT INFORMATION:		
Full Name:		
Daytime phone:		Mobile Phone:
Email address:		Date of Birth:
Marital Status:		Age:
Employed? Yes No		Self Employed? Yes No
Household Size (Number of People):	Total Household Income:	Monthly Rent Payment:



2. HOUSEHOLD COMPOSITION, CHARACTERISTICS AND FAMILIAL STATUS: - As of today, all other members of the household. Indicate the relationship of each family member to the Head of Household (spouse, sibling, etc.). In addition, indicate if there are any additional members in the near future to the household.

Household Member Name	Relationship to Head of HH	Age	Date of Birth	Marital Status	Is household member listed disabled? Y/N	Empl	oyed
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No



The information being requested is only for monitoring and auditing purposes and is not intended for public dissemination. Please provide the information requested below. Thank you for your cooperation.

Participation Data – FY 2021 – 2022

	1. Head of Household: Are you the head of the household?						
2. Household Size and Total Annual Household Income: A. Household Size: Girale the total number of people in your bousehold (in the first column, circle one)							
	A. Household Size: Circle the total number of people in your household (in the first column, circle one)B. Total Household Income: On the line corresponding to your household size, check the box that						
	corresponds to your household's total annual income (check only one box)						
001100	ponds to your nousener	a s total allitual life	ome (encer omy one c	,011)			
	80%		120%		140%		
1	□ \$50,640 or less	(ELI)	\$75,960 or less (VLI)		\$88,620 or less (LI)		
2	□ \$57,920 or less		\$86,880 or less		\$101,360 or less		
3	□ \$65,120 or less		\$97,680 or less		\$113,960 or less		
4	□ \$72,320 or less		\$108,480 or less		\$126,560 or less		
5	□ \$78,160 or less		\$117,240 or less		\$136,780 or less		
6	□ \$83,920 or less	0	\$125,880 or less		\$146,860 or less		
7	□ \$89,680 or less		\$134,520 or less		\$156,940 or less		
8 or more	□ \$95,520 or less	0	\$143,280 or less		\$167,160 or less		
☐ Che	☐ Check here if your income does not fall into any of the income ranges corresponding with your household						
size.							
3. Do you rec	eive income from any o	of the following sour	rces?				
☐ Unei	mployment	☐ General Assistan	ce/Welfare	☐ Socia	al Security		
		☐ Medicaid			:		
4. Race (Chec	ck only one):						
	erican Indian/Alaskan N	ative □ Asian	☐ White	□ Na	tive Hawaiian/Pacific Island		
		African American			an Native & White		
	k/African American &						
					7 Infoun 7 Informati		
	☐ Other Multi-Racial (specify) ☐ Hispanic Ethnicity (you must also check one of the racial categories if you select this category)						
	5. Gender/Age						
☐ Male		☐ 62 years or older	(Check if you are 62 y	ears or old	er)		

NOTICE OF COLLECTING SOCIAL SECURITY NUMBERS FOR GOVERNMENT PURPOSES

Opa-locka CRA/City of Opa-locka collects your social security numbers under the <u>CDBG</u>, <u>SHIP</u> and <u>HOME</u> program for a number of different purposes. The Florida Public Records Law (specifically, section 119.071(5), Florida Statutes (2007), requires the Opa-locka CRA/City of Opa-locka to give you this written statement explaining the purpose and authority for collecting your social security number.

Form	Purpose	Authorization
Housing Assistance Application	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
Verification of Unemployment Benefits	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
Verification of Social Security Benefits	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
Verification of Employment	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
Verification of Child Support	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
Verification of Assets	SHIP, CDBG, HOME Programs	Chapter 420, Section 420.9071, Florida Statutes; Chapter 67-37.007, Florida Administrative Code SHIP Program Manual (rev.7/2015)
		Signature
Print Name		Date

CONFLICT OF INTEREST DISCLOSURE

I understand that I must disclose	City of Opa-locka/Opa-locka Community Rede my relationship with other persons who I may e Opa-locka CRA. I, therefore, attest to the fo	
I am not a curre Commissioner, agent and/or other	ent Opa-locka CRA/City of Opa-locka of representative of the OCRA/City.	ficial, employee, board member,
I am a current Opaagent and/or other representative o	locka CRA/City of Opa-locka official, employ f the OCRA/City.	yee, board member, Commissioner,
Position/Title		
I am a former Opa- agent and/or other representative o	locka CRA/City of Opa-locka official, employ f the OCRA/City.	yee, board member, Commissioner,
Position/Title		
Date Employment/Term Ended		
	knowledge, I am not aware of any current of commissioner, agent and/or other representations associate.	- · · · · · · · · · · · · · · · · · · ·
·	have a business relationship with a current Commissioner, agent and/or other representative	· ·
His/her name is		
This person is associated with the	OCRA/City in the capacity as:	
The relationship of the person is	as follows:	
ParentSpouseImmed	liate familyBusiness associate other	
Applicant Name (Print)	Applicant Signature	Date

Applicant Mailing Address

PENALTY FOR FALSE OR FRAUDULENT STATEMENT, U.S.C. Title 18, Section 1001, provides: "Whoever in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false fictitious or fraudulent statement of representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than \$ years or both.

"WARNING: Florida Statue 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and it is punishable by fines and imprisonment provided under Florida Statute 775.082 or 775.083.

Ι, _	I, an applicant of the City	y of Opa-locka/Opa-locka CRA Rental				
As	Assistance Program, being of sound mind and legal age, state the following:					
1.	1. I have made an application for assistance from the City of Opa-locka/Opa-locka	CRA Rental Assistance Program				
2.	. Check (a) or (b) as applicable:					
	a I AM NOT presently employed, BUT anticipate becoming	employed within the next three months				
	b I AM NOT presently employed and DO NOT anticipate bed	coming employed within the next three months				
	c I AGREE THAT I WILL REPORT ANY CHANGES REG.	ARDING MY INCOME TO THE OPA-				
	LOCKA CRA					
	d I AGREE TO PROVIDE DOCUMENTATION REGARDIN	NG MY EMPLOYMENT AND/OR SOURCE				
	OF INCOME AT THE TIME OF RECERTIFICATION EVERY THR	EE MONTHS				
3.	3. Based on my past work experience, skills and income history as reflected in my	income tax return for the most recent tax year				
	(see attached copy) and with adjustments to reflect circumstances anticipated w	ithin the next twelve months, I expect to earn				
	\$ per year when I become employed.					
4.	4. Under penalties of perjury, I declare that I have read the foregoing affidavit and	the facts stated in it are true.				
		Affiant Signature				
ST	STATE OF FLORIDA					
co	COUNTY OF MIAMI-DADE					
The	The foregoing instrument was acknowledged before me this day	of				
20	20, by who is	s personally known to me, or who has				
pro	produced the following:					
as i	as identification and who did not take an oath.					
		Natura D.11' C'anata				
	(NOTARY SEAL / STAMP)	Notary Public Signature				

VERIFICATION OF EMPLOYMENT

TO:	
ATTENTION: Street Address: City, State & Zip: (APPLICANT INFORMATION) Name of Applicant: AUTHORIZATION: State and Federal Regulations require us to verify Employment Income of all members of the household applying for assistance. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status of the household. Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed. Return to: City of Opa-locka 780 Fisherman Street Opa-locka, FL 33054 Email: OCRA@opalockafl.gov	Employed SinceOccupationSalary - Base Pay Rate:; or Mo
RELEASE: I hereby authorize the release of the requested information. (Signature of Applicant) Date: or A copy of the executed "Release of Information Form" is attached which authorizes the release of information requested.	Signature of Authorized Representative Name: Title: Date: Telephone:

WARNING: Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under S 775.082 or 775.83.

VERIFICATION OF ASSETS ON DEPOSIT

TO:	ATTN:		
Street Address: City, State & Zip:			
NAME OF APPLICANT:		_	
household applying for assistance	Federal Regulations require us to verifice. We ask your cooperation in supplying ility status of the household. Your projecturn envelope is enclosed.	ing this information. This	information will be
RETURN TO:			
City of Opa-locka 780 Fisherman Street Opa-locka, FL 33054 Email: OCRA@opalockafl.gov			
RELEASE: I HEREBY AUTHO	RIZE THE RELEASE OF THE REQU	UESTED INFORMATION	N.
(Signature of Applicant)		Date	
or: A copy of the executed "Relearequested.	ase of Information Form" is attached v	which authorizes the releas	se of information
Checking Account #	Average Monthly Balance for Last 6 Mos.	Current Interest Rate	
Savings Account #	Current Balance	Current Interest Rate	
Certificate of Deposit Account #	Amount	Withdrawal Penalty	Current Interest Rate
	IRA, Keogh, Retireme Accounts	ent	
Account No.	Amount	Withdrawal Penalty	Current Interest Rate
Money Market Funds	Amount (Avg. 6 Mo. Bal.)	Interest Rate	
Signature of Authorized Represen	atative	Print Name	
Title:	Telephone:		Date:

WARNING: Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under S 775.082 or 775.83.

AUTHORIZATION TO VERIFY INFORMATION

This is authorization for the City of Opa-locka to verify previous or current information regarding me/us. The undersigned specifically acknowledge(s) that (1) verification or re-verification of any information contained in this application may be made by the City of Opa-locka from any source named in this application, as well as banks, credit unions, a credit reporting agency and other sources not specifically identified here; (2) the City of Opa-locka may make copies of this application for distribution to any party with which (we) have a financial or credit relationship and that any party may treat such copy, including a faxed copy, as an original; (3) the property will be occupied as the applicant's primary residence.

Agreement

The undersigned understands that the intent of this application is for the purpose of pre-qualifying only and does not guarantee acceptance or approval, and no commitment is hereby made on the part of either the applicant or the City of Opa-locka. We further understand that all information and documents provided with, and in association with this application, are public records, and as such are subject to the State of Florida's public records laws.

I/We certify the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application. Any property assisted under this program will not be used for any illegal or restricted purposes, and will be used solely as my/our principal residence.

Any intentionally false or fraudulent statement or supporting document will constitute cancellation of this application, and liability in any legal action brought against me/us by the city. The City of Opa-locka is hereby authorized to verify any of the above information and to inspect the property prior to approval or later. I/we agree to have no claim for defamation, violation of privacy or other claims against any person, firm or corporation by reason of any statement or information released by them to the City of Opa-locka.

Penalty for False or Fraudulent Statement

Federal law, U.S.C. Title 18, Sec. 1001, provides: Whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willfully falsifies or makes false, fictitious or fraudulent statements, or entries, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

Privacy Act Notice

This information is to be used by the agency collecting it, or its assignees, in determining whether you qualify as a prospective grant or loan client under its Program. It will not be disclosed outside the agency except as required and permitted by law. Failure to provide this information may delay or result in rejection of your application. All information you provide is subject to Florida's public records laws.

Applicant Name	Applicant's Signature	Date	
Co-Applicant Name	Co-Applicant's Signature	Date	

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I		, the undersigned, hereb
authorize		to release without liability, information
regarding my employment, income, an	id/or assets to	, for the
		termining eligibility for assistance under the I understand that only information necessary for
determining eligibility can be requeste		i understand that only information necessary is
Types of Information to be verified:		
are, but not limited to: employment bonuses, and tips; cash held in che Retirement Accounts, interest, divider funds, pensions, disability or death ber net income from the operation of a bus	history, hours worked ecking/savings account a	
Organizations/mulviduals that may be	asked to provide writt	en/oral verifications are, but not limited to:
Past/Present Employers		Alimony/Child Support Providers
Banks, Financial or Retirement Institut	tions	Social Security Administration State
Unemployment Agency		Veteran's Administration
Welfare Agency		Other:
Agreement to Conditions:		
I agree that a photocopy of this authori the right to review this file and correct		or the purposes stated above. I understand that I have d to be incorrect.
Applicant Signature	Printed Name	Date
Co-Applicant Signature	Printed Name	Date

Note: This general consent may not be used to request a copy of a tax return. If one is needed, contact your local IRS office for Form 4506, "Request for Copy of Tax Return" and prepare and sign separately.

SELF-CERTIFICATION OF INCOME

To Be Completed By Each \underline{Adult} Household Member

	Household Member			Local Government		
	Ad	ldress	Phone#	Email		
1.	☐ I hereby certify that I have been negatively impacted by underemployed or unemployed.					
2.	. I will receive income from the following sources over the next 12 months: (Circle Y (yes) or N (no) for each statement):					
Y	N	Wages from employment (including comm	nissions, tips, bonuses, fe	es, etc.); \$		
Y	N Net income from operation of a business; \$					
Y						
Y	N Interest or dividends from assets; \$					
Y	N Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits; \$					
Y	N Unemployment; \$					
Y	N	Disability payments; \$	<u> </u>			
Y	N	Public assistance payments; \$				
Y	N	Periodic allowances such as alimony, child	l support, or gifts receive	d from persons not living in my household; \$		
Y	N	Sales from self-employed resources; \$				
Y	N	Any other source not named above; \$				
Y	N	I currently have no income of any kind and during the next 12 months.	d there is no imminent ch	ange expected in my financial status or employment status		

CONTINUE TO NEXT PAGE

certify my anticipated gross annual income for the n will inform City of Opa-locka staff if my income changes		
Under penalty of perjury, I certify that the information perhet undersigned further understand(s) that providing formation may result in the termination of county or eligible municipality.	false representations herein constitutes an	act of fraud. False, misleading
Applicant Signature	Printed Name	Date
Co-Applicant Signature	Printed Name	
Witness	Witness	
FOR AN OATH OR AFFIRMATION: STATE OF FLORIDA COUNTY OF		
Sworn to (or affirmed) and described before me this	Signature	
Type of Identification Produced	Name of Notary (T	Typed, Printed, or Stamped)



Applicant Certification

By signing this form, I hereby certify that the above information is factual, accurate, complete, and true to the best of my knowledge. I agree to immediately notify the City of Opa-locka and its affiliated Administrators of any changes to this information. I understand that as a condition of participating in this program, the City of Opa-locka and its affiliated Administrators are permitted to request additional verification if the information reported appears to be inconsistent or incorrect. I understand that if I provide any false information or misrepresentation it will be grounds for denying my participation in the City of Opa-locka/Opa-locka CRA Rental Assistance Program. In addition, my signature acknowledges my understanding and consent to the release of the information within this document to the City of Opa-locka/Opa-locka CRA Assistance Program and its affiliated Administrators. I also understand and consent to the release of this information pursuant to the Public Records Act, to the extent required under Florida law.

Applicant Signature:	Date:
Co-Applicant Signature:	Date:
STATE OF FLORIDA COUNTY OF	
Sworn to (or affirmed) and described before me thisday of	, 20, by
(NOTARY SEAL) Personally Known OR Produced Identification	Signature
Type of Identification Produced	Name of Notary (Typed, Printed, or